



U.S. General Services Administration

# How to Get a GSA Contract

August 22, 2001

**U.S. General Services Administration (GSA)**

**[www.gsa.gov](http://www.gsa.gov)**

**Business manager and purchasing  
agent for the world's largest customer:**

**The Federal Government**

# GSA

**Provides space, products, services and solutions  
the Federal employees need to accomplish their  
agency's mission.**

# GSA's Three Business Lines

**Public Buildings Service (PBS)** - Leases, constructs, renovates, secures and manages office space for Federal agencies and district offices for Members of Congress.

**Federal Technology Service (FTS)** - Information technology solutions and support services, including low cost local and long-distance telecommunications services.

**Federal Supply Service (FSS)** - Automated ordering (mail, telephone or over the Internet) for Federal agencies to purchase over 4 million products and services.

# **Federal Supply Schedule Program**

Contracts for commercial off-the shelf products and services at stated prices for given periods of time (usually five years). The Federal Supply Service has over 80 Schedules.

## **Multiple Award Schedules (MAS) Contracts**

Standing Solicitations continuously open (no bid opening or closing date). Five year contracts from Date of Award.

Full and open competition - a few Special Item Numbers (SINs) are set aside for Small Businesses.

# Multiple Award Schedule (MAS)

Worldwide contracts awarded to multiple responsible sources (large and small businesses) supplying similar products and services at varying prices determined to be fair and reasonable.

New products and services may be introduced into the system to meet the Federal agencies and Military's continuing needs.

Variety and flexibility necessary for the Federal agencies and the Military to be able to select the best value.

# Best Value

Requirements for special features.

Trade-in and warranty considerations.

Maintenance availability.

Environmental and energy efficiency.

Past performance.

# **FedBizOpps (FBO)**

## **(Federal Business Opportunities)**

### **[www.fedbizopps.gov](http://www.fedbizopps.gov)**

Provides current and archived copies of Synopses, Solicitations, Requests for Proposals (RFPs) and Requests for Quotations (RFQs) for procurements over \$25,000. Available for public access 24 hours per day, 7 days a week.



[www.fedbizopps.gov](http://www.fedbizopps.gov)



*Federal Business Opportunities*

# FedBizOpps

[www.fedbizopps.gov](http://www.fedbizopps.gov)

**Search by Solicitation Number:**

*Government  
Buyers*

*Vendors*

Click on **Vendors** or enter Solicitation Number  
and click on **Start Search**

# Acquisition Notification Service

Online registration for notification of upcoming procurement opportunities (formerly called Bidders Mailing List Applications).

[Link to ARNET Home Page](#)

[Search FBO Posts](#)

[Acquisition Notification Service](#)

Click on **Acquisition Notification Service**.

# Acquisition Notification Service

1. Register to receive all notices from [solicitation number](#).
2. Register to receive all notices from [selected organizations and product service classifications](#).
3. Register to receive [all procurement notices](#).

Choose number **2** to select the classification code(s) for your products or services and to select the agencies for notification of their procurements for those codes.

# Acquisition Notification Service

**Your E-mail address:** *(Use full email address in the form of account@mailserver; ex:*

***\*\*REQUIRED\*\****

**Notes** On some browsers, it may be necessary to hold down the **CONTROL**,  
*(Please choose all that apply)*

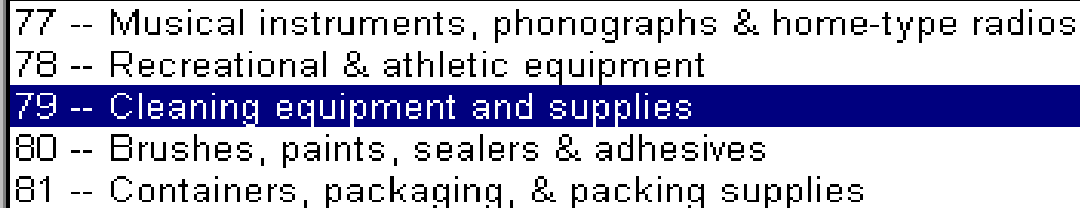
**Select Procurement Classification Code:**

All Codes	▲
10 -- Weapons	
11 -- Nuclear ordnance	
12 -- Fire control equipment	
13 -- Ammunition & explosives	▼

[Additional information on Classification Codes](#)

# Acquisition Notification Service

## Select Procurement Classification Code:



77 -- Musical instruments, phonographs & home-type radios  
78 -- Recreational & athletic equipment  
79 -- Cleaning equipment and supplies  
80 -- Brushes, paints, sealers & adhesives  
81 -- Containers, packaging, & packing supplies

[Additional information on Classification Codes](#)

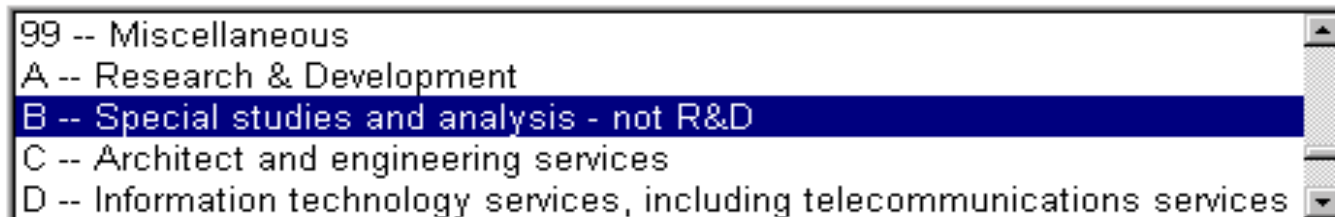
## Select Agency:



All Agencies  
Agency for International Development  
Broadcasting Board of Governors  
Commodity Futures Trading Commission  
Consumer Product Safety Commission

# Acquisition Notification Service


## Select Procurement Classification Code:



99 -- Miscellaneous  
A -- Research & Development  
**B -- Special studies and analysis - not R&D**  
C -- Architect and engineering services  
D -- Information technology services, including telecommunications services

[Additional information on Classification Codes](#)

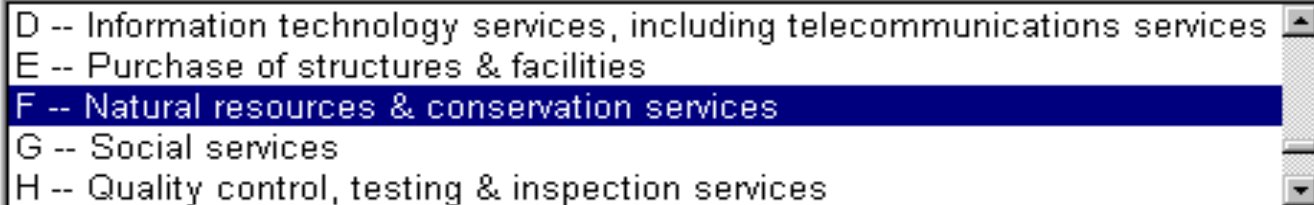
## Select Agency:



**All Agencies**  
Agency for International Development  
Broadcasting Board of Governors  
Commodity Futures Trading Commission  
Consumer Product Safety Commission

# Acquisition Notification Service

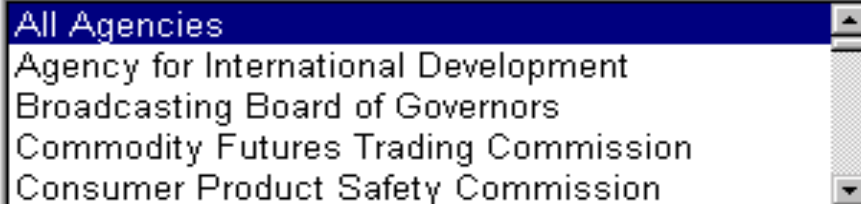
## Select Procurement Classification Code:



D -- Information technology services, including telecommunications services  
E -- Purchase of structures & facilities  
F -- Natural resources & conservation services  
G -- Social services  
H -- Quality control, testing & inspection services

[Additional information on Classification Codes](#)

## Select Agency:



All Agencies  
Agency for International Development  
Broadcasting Board of Governors  
Commodity Futures Trading Commission  
Consumer Product Safety Commission



# Acquisition Notification Service

## Select Procurement Classification Code:



P -- Salvage services  
Q -- Medical services  
R -- Professional, administrative, and management support services  
S -- Utilities and housekeeping services  
T -- Photographic, mapping, printing, & publication services

[Additional information on Classification Codes](#)

## Select Agency:



All Agencies  
Agency for International Development  
Broadcasting Board of Governors  
Commodity Futures Trading Commission  
Consumer Product Safety Commission

# Acquisition Notification Service

## Select Procurement Classification Code:

V -- Transportation, travel, & relocation services  
W -- Lease or Rental of equipment  
X -- Lease or rental of facilities  
Y -- Construction of structures and facilities  
Z -- Maintenance, repair, and alteration of real property

[Additional information on Classification Codes](#)

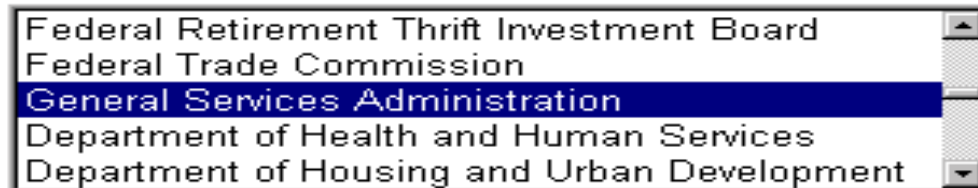
## Select Agency:

Federal Retirement Thrift Investment Board  
Federal Trade Commission  
General Services Administration  
Department of Health and Human Services  
Department of Housing and Urban Development

Show Offices for Selected Agencies

# Acquisition Notification Service

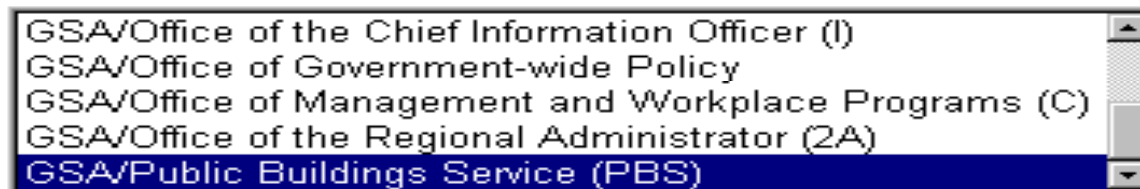
**Select Agency:**



A dropdown menu for selecting an agency. The menu is open, showing a list of agencies. The 'General Services Administration' is highlighted in blue. The list includes: Federal Retirement Thrift Investment Board, Federal Trade Commission, General Services Administration, Department of Health and Human Services, and Department of Housing and Urban Development.

- Federal Retirement Thrift Investment Board
- Federal Trade Commission
- General Services Administration
- Department of Health and Human Services
- Department of Housing and Urban Development

**Select Office:**



A dropdown menu for selecting an office. The menu is open, showing a list of offices. The 'GSA/Public Buildings Service (PBS)' is highlighted in blue. The list includes: GSA/Office of the Chief Information Officer (I), GSA/Office of Government-wide Policy, GSA/Office of Management and Workplace Programs (C), GSA/Office of the Regional Administrator (2A), and GSA/Public Buildings Service (PBS).

- GSA/Office of the Chief Information Officer (I)
- GSA/Office of Government-wide Policy
- GSA/Office of Management and Workplace Programs (C)
- GSA/Office of the Regional Administrator (2A)
- GSA/Public Buildings Service (PBS)

Show Locations for Selected Offices

# Acquisition Notification Service

Select Office of the Regional Administrator (ARO)  
GSA/Public Buildings Service (PBS)

## Select Location:

GSA/PBS/Federal Center Property Management Center (6PMC-SF)  
GSA/PBS/Downtown St. Louis Property Management Center (6PMC-SS)  
GSA/PBS/Service Contracts (6PMF-S)  
GSA/PBS/Property Management Division (6PMT-E)  
GSA/PBS/Technical Support Branch (6PMT-W)

Subscribe to Mailing List

C

# Acquisition Notification Service

Users of this service may add new subscriptions or [unsubscribe](#) from all subscriptions at any time.

To **remove** 1 ore more subscriptions, first [unsubscribe](#) from all subscriptions, then re-subscribe the subscriptions you want to keep.

To add or delete classification codes and/or agencies selected for online registration, click on [unsubscribe](#).

# Search FBO Posts

Identify procurements for Classification Code(s) for the products and/or services you select

[Link to ARNET Home Page](#)

[Search FBO Posts](#)

[Acquisition Notification Service](#)

Click on **Search FBO Posts**.

# Search FBO Posts

All postings are archived after 30 days. Standing solicitations are caught by this feature because they are continuously open.

**Documents To Search:**

☒ Active Documents

☐ Archived Documents

**Search for:**

☒ Synopses

☐ Awards

**Search by Solicitation / Award Number:**

**Dates to Search:**

You can search by solicitation number (if known).

# Search FBO Posts

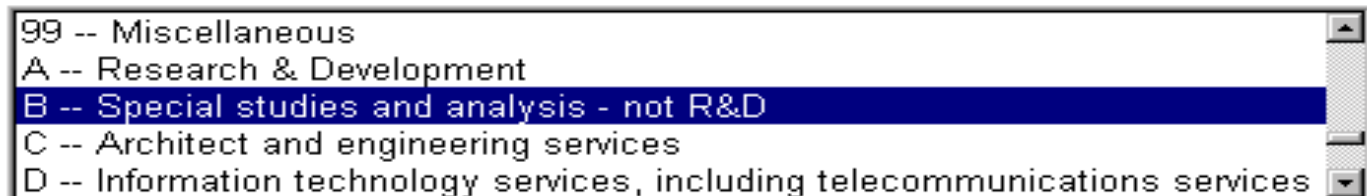
## Dates to Search:



A dropdown menu with a list of search date ranges. The first item, 'All Days', is highlighted in blue. The menu has a scroll bar on the right side.

- All Days
- Last 3 Days
- One Week
- Two Week
- Three Week

## Search by Procurement Classification Code:



A dropdown menu with a list of procurement classification codes. The third item, 'B -- Special studies and analysis - not R&D', is highlighted in blue. The menu has a scroll bar on the right side.

- 99 -- Miscellaneous
- A -- Research & Development
- B -- Special studies and analysis - not R&D
- C -- Architect and engineering services
- D -- Information technology services, including telecommunications services

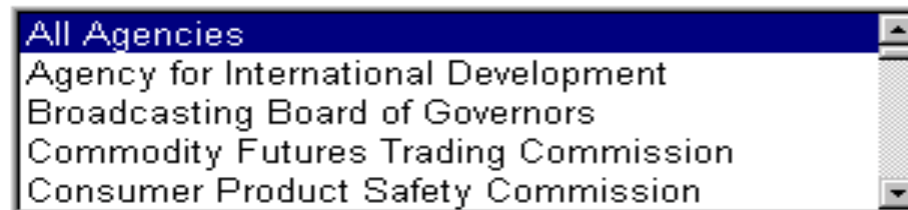
[Additional information on Classification Codes](#)



# Search FBO Posts

Default is **All Agencies**. For more than one but not all agencies, hold down the **Control Key** and click on each agency selected.

**Search by Agency:**



All Agencies  
Agency for International Development  
Broadcasting Board of Governors  
Commodity Futures Trading Commission  
Consumer Product Safety Commission

Show Offices for Selected Agencies

Start Search

Clear Form

After selecting **Classification Code(s)** and **All Agencies** or selected agencies, click on **Start Search**.

# Search FBO Posts

Search Classification Code B to select Environmental Services  
(listed by the most current posting to the oldest)

**Jul 25, 2001**

**Agency:**General Services Administration

**Office:**Public Buildings Service (PBS)

**Location:**Maryland North Service Delivery Team (WPH)

► **Posted:**Jul 25, 2001 **Type:** [Modification 01](#) **Title:**B -- Safety, Environmental & Fire Protection Branch (SEFB) Survey Services **SOL:**GS-11P-01-YAD-0094

► **Posted:**Jul 25, 2001 **Type:** [Solicitation 01](#) **Title:**B -- Safety, Environmental & Fire Protection Branch (SEFB) Survey Services **SOL:**GS-11P-01-YAD-0094

Click on **Solicitation 01** (hypertext link).

# **Classification Codes**

For help identifying your classification code(s), contact the GSA Small Business Center in Kansas City, Missouri:

**Call (816) 926-7016 or 7203**

**or**

Go to the GSA Schedules E-Library:

**[www.fss.gsa.gov](http://www.fss.gsa.gov)**

**Click on Schedules E-Library**

# Classification Codes

GSA

*Schedules e-Library*  
GSA Federal Supply Service

## WELCOME!

Schedules e-Library is your source for the latest GSA and VA schedules contract award information! Now, schedule customers have a centralized source for researching GSA and VA schedules 24 hours a day! Schedules e-Library contains basic ordering guidelines, complete schedule listings, and a powerful search engine. The Schedules e-Library is updated daily to provide you with the latest award information. Schedules e-Library will also link you directly to our premier e-commerce shopping site - GSA Advantage! where you can place your order today!

### Federal Supply Schedule

Go directly to

- Select -

Go!

## What are you Searching For?

all the words

Go!

Enter keywords, contract number, contractor/manufacturer name, schedule number or SIN.



# Classification Codes

Enter keyword(s) and choose **all the words**, **any of the words** or **exact phrase**:

**W***hat are you Searching For?*

 ▼**Go!**

Enter keywords, contract number, contractor/manufacture name, schedule number or SIN.

Click on **Go**.

# Classification Codes/Schedule

**Search Criteria:** Remediation Services

**Special Item Number (SIN) matches** (keywords found in SIN description/number).

## Schedule Description

<u>899</u>	ENVIRONMENTAL SERVICES
<u>899 8</u>	<b>Remediation Services:</b> May include, but is not limited to, excavation, removal, transportation, storage, treatment, and/or disposal of hazardous waste; preparation, characterization, field investigation, conservation and closure of site; containment, monitoring and/or reduction of hazardous waste sites; and ordinance removal and support.

# Multiple Award Schedule Contractors

899 8

Remediation Services: May include, but is not limited to, excavation, removal, transportation, storage, treatment, and/or disposal of hazardous waste; preparation, characterization, field investigation, conservation and closure of site; containment, monitoring and/or reduction of hazardous waste sites; and ordinance removal and support.

Contractor	Contract Number	Phone	Business Indicators	Items Available in GSA Advantage!
<a href="#">ARTHUR LANGHUS LAYNE LLC</a>	GS-10F-0119K	(918)382-7581	<a href="#">s/b</a>	<a href="#">yes ...View/Order</a>
<a href="#">EARTH TECH INC</a>	GS-10F-0209K	(562)951-2017	<a href="#">o/b</a>	<a href="#">yes ...View/Order</a>
<a href="#">ENTECH, INC</a>	GS-10F-0099K	(770)988-0211	<a href="#">s/d</a>	<a href="#">yes ...View/Order</a>
<a href="#">ENVIRONMENTAL CONSULTING &amp;</a>	GS-10F-0355L	(865)675-3228	<a href="#">s/b/w</a>	<a href="#">coming soon</a>
<a href="#">ENVIRONMENTAL MANAGEMENT, INC</a>	GS-10F-0210K	(208)522-1117	<a href="#">s/d</a>	<a href="#">yes ...View/Order</a>
<a href="#">ERM-WEST, INC</a>	GS-10F-0225L	(925)946-0455	<a href="#">o/b</a>	<a href="#">coming soon</a>
<a href="#">KEMRON ENVIRONMENT SERVICES, I</a>	GS-10F-0235J	(703)893-4106	<a href="#">o/b</a>	<a href="#">yes ...View/Order</a>
<a href="#">KNIGHT PIESOLD AND CO</a>	GS-10F-0228L	(303)629-8788	<a href="#">o/b</a>	<a href="#">yes ...View/Order</a>
<a href="#">PEER CONSULTANTS PC</a>	GS-10F-0089K	(301)816-0700	<a href="#">o/b/w</a>	<a href="#">yes ...View/Order</a>
<a href="#">SCIENCE APPLICATIONS INTERNATI</a>	GS-10F-0076J	(202)488-6637	<a href="#">o/b</a>	<a href="#">yes ...View/Order</a>
<a href="#">TETRA TECH INC</a>	GS-10F-0268K	(415)974-1221	<a href="#">o/b</a>	<a href="#">yes ...View/Order</a>

# Search By Solicitation Number

[www.fedbizopps.gov](http://www.fedbizopps.gov)

## Search by Solicitation Number:

TFTP-EW-990899-3

Start Search

Enter the Solicitation Number in the block  
and click on **Start Search**



# Search For Solicitation

**May 22, 2001**

**Agency:**General Services Administration

**Office:**Federal Supply Service (FSS)

**Location:**Management Services Center (10FT)

➡ **Posted:**May 22, 2001 **Type:** [Solicitation 02](#) **Title:**R -- ENVIRONMENTAL SERVICES **SOL:**TFTP-EW-990899-3

**May 21, 2001**

**Agency:**General Services Administration

**Office:**Federal Supply Service (FSS)

**Location:**Management Services Center (10FT)

➡ **Posted:**May 21, 2001 **Type:** [Solicitation 01](#) **Title:**R -- ENVIRONMENTAL SERVICES **SOL:**TFTP-EW-990899-3

➡ **Posted:**May 21, 2001 **Type:** [Synopsis](#) **Title:**R -- ENVIRONMENTAL SERVICES **SOL:**TFTP-EW-990899-3

Click on **Solicitation** (hypertext link).

# Search For Solicitation

**Solicitation number : TFTP-EW-990899-3**

**Title : R -- ENVIRONMENTAL SERVICES**

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[Synopsis](#) - Posted on May 21, 2001

[Solicitation 01](#) - Posted on May 21, 2001

[Solicitation 02](#) - Posted on May 22, 2001

Click on the word **Solicitation** again.

# Matrix For Selecting Solicitation Document



## **Solicitation 01** *(Posted on May 21, 2001)*

Description	Size(KB)	File Format
<a href="#">Solicitation No. TFTP-EW-990899-3</a>	1270784	Microsoft Word
<a href="#">All Files</a>	263528	Zip Compression



## **Solicitation 02** *(Posted on May 22, 2001)*

Description	Size(KB)	File Format
<a href="#">Solicitation No. TFTP-EW-990899-3</a>	1275506	Adobe PDF
<a href="#">All Files</a>	458010	Zip Compression

# Environmental Advisory Services Solicitation

## SOLICITATION

**ENVIRONMENTAL  
SERVICES**



**TFTP-EW-990899-3**

# Environmental Solicitation

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1 REQUESTION NUMBER		PAGE 1	
OFFEROR TO COMPLETE BLOCKS 12, 17, & 20							
2 CONTRACT NO		3 AWARD EFFECTIVE DATE		4 ORDER NUMBER		5 SOLICITATION NUMBER	
						TFTP-EW-990899-3	
7 FOR SOLICITATION INFORMATION CALL→		8 NAME Katherine L. Jocoy		6 TELEPHONE NUMBER (If to collect calls) (253) 931-7080		8 OFFER DUE DATE/LOCAL TIME MAY 2001 N/A	
9 ISSUED BY		CODE		10 THIS ACQUISITION IS		11 DOMESTIC DELIVERY: FOB DESTINATION	
um: Net 30				<input checked="" type="checkbox"/> UNRESTRICTED			
GSA, Management Services Center RIF CUSTODIAN (10FTP)				<input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS		INTERNATIONAL DELIVERY: FOB DESTINATION	
400 15th Street, Second Floor Auburn, WA 98001-6599				<input type="checkbox"/> SMALL DEADLY BUSINESS <input type="checkbox"/> S(A)		<input type="checkbox"/> 13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
IMPORTANT: When responding, complete all lightly shaded blocks and return the offer/bid to the above address.				SIC ____ See Page 11		13b RATING	
				SIZE STANDARD ____ See Page 11		14 METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	
15 DELIVER TO		CODE		16 ADMINISTERED BY		CODE	
As Shown on Individual Delivery/Task Orders				As Shown on Individual Delivery/Task Orders			
17a CONTRACTOR/ OFFEROR NAME AND ADDRESS		CODE		18a PAYMENT WILL BE MADE BY		CODE	
				As Shown on Individual Delivery/Task Orders			

# Environmental Solicitation

Identify the appropriate Special Item Number (referred to as the SIN Number).

## SIN 899-8: REMEDIATION SERVICES

Contractor shall provide the full range of methods and technologies supporting activities necessary for Remediation Services including dismantling, demolition, or removal of improvements to the extent allowed by the Service Contract Act under FAR 37.3 in accordance with host nation, federal, state, and/or local statutes and regulations. Remediation shall conform to environmental permits, decision document requirements or other legal requirements. Examples include but are not limited to:

◆ Excavation, removal, manifesting, transportation, storage, treatment (on-site and off-site) and/or disposal of hazardous waste.	◆ Containment, monitoring and/or reduction of hazardous waste sites
◆ Preparation, characterization, field investigation, conservation and closure of site.	◆ Ordnance removal and support.
◆ Long Term Monitoring/Long Term Operation (LTMLTO)	

NOTE: For a more detailed description see "Scope of Work" on Page 7

Offerors shall specify the Labor Category(ies) proposed and the hourly and daily rates for each. Total price for Remediation Services will be established at the time the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency, the labor category(ies) provided, and the minimum insurance requirements (if any) will be shown on the resultant Task/Delivery Order. If the agency Contracting Officer chooses to purchase from this SIN on a Labor Hour basis, the resultant Task/Delivery Order shall specify the Not To Exceed price, the Labor Category(ies) proposed (with the hourly and daily rates for each), and any Other Direct Costs (ODCs). The Agency Contracting Officer shall negotiate pricing of ODC's in accordance with all applicable acquisition regulations.

Labor Category	Gov't Hourly Rate	Gov't Daily Rate	Commercial Hourly Rate	Commercial Daily Rate	Applicable Gov't Discount
	\$	\$	\$	\$	%
	\$	\$	\$	\$	%

Bid on the products and/or services you provide.

# Downloading (Printing) Solicitations

Open the solicitation (bidding) document.

Print the document directly from the screen or save to your hard drive and print from there.

# Solicitations

Read the solicitation very carefully, it will be the base of your contract.

If you have questions specific to the solicitation, contact the Contracting Officer or Contract Specialist listed on the solicitation.

Be certain you understand the regulations and clauses referenced in the solicitation.



# Solicitations

Dun and Bradstreet (D&B) Supplier Evaluation Report or Supplier Performance Review may be requested for bid or offer on MAS.

For D&B D-U-N-S Number:

Call (800) 333-0505 or go to [www.dnb.com](http://www.dnb.com)

If Federal government requests a D&B report on your company, you will be charged a fee each year for D&B to provide the report.

# Competitive Pricing

GSA's online shopping service: **GSA Advantage!**

**www.gsaadvantage.gov**



**GSA Advantage!**  
...Working for the U.S. Government

Login:

User ID

Password

**Go!**

[Click Here](#) if you need help logging in

New to Advantage!? or need a User ID and Password  
[Click Here](#)

**It's the NEW Advantage!**

Say goodbye to logging in with long credit card numbers or impersonal AACs. Now log in with an ID and password that you make up yourself. [Click here to assign a User ID and Password.](#)

**New Features of Advantage!**

Here at GSA's Federal Supply Service, we've been listening. Thanks to your feedback and support this is the best **Advantage!** yet, with features and functions you've asked for.

# Competitive Pricing

Click on **GO** under **1. Search**.

**5** *ways to shop  
Advantage! now*

**1. Search**

Advanced Search

**Go!**

# Competitive Pricing

The image shows two alternative login forms side-by-side, separated by the word "or". Both forms have a blue header bar. The left form contains two input fields: "User ID:" and "Password:", each followed by a rectangular text box. Below these fields is a blue button with a right-pointing arrow and the text "Login". The right form contains a single input field labeled "Zip Code:" followed by a rectangular text box. Below this field is a blue button with a right-pointing arrow and the text "Login".

Enter your Zip Code and click on **Login**.

# Competitive Pricing

Refine Search

Refine your search by trying new words in the form. The more specific, the better. You can search the whole site, or search within the results below.

☐ Search Within Results

☒ New Search

Limit Display To:

☐ UNICOR Mandatory Items

☐ NIB/NISH Mandatory Items

☐ GSA Items

☐ VA Items

☐ Small Business Items

☐ Environmental Items

☐ Recycled Items

☐ Energy Efficient Items

☐ Energy Star Items

☐ 508 Information Available

Go!

Customize this Report

Show:

5 per page

Items 1-0 of 0

Sort By:

Most Relevant

Your search resulted in 0 pages.  
This is page 1 of 0.

Go to Page:

Go!

Query word(s) is required for new searches. Please enter your query word(s).

Show:

5 per page

Items 1-0 of 0

Sort By:

Most Relevant

Your search resulted in 0 pages.  
This is page 1 of 0.

Go to Page:

Go!

# Competitive Pricing

Offer discount equal to or more than what you offer your most favored customer.

Show discounts offered to Commercial customers versus discount offered to Federal government.

Submit copies of commercial price list. Line cards/catalogs can be submitted if SIN is indicated for each product/service offered.

# Preparing Bid

Allow enough time to read, understand, fill out, sign, review and submit bid before bid opening or bid closing date (if applicable). Bid bond enclosed if required.

Cost factors include market forecasts on products or services, raw materials and/or labor, and transportation or delivery.

Bid package clearly and correctly addressed to receiving office. Solicitation number and bid opening or bid closing date with time of day due (if applicable) stated on outside of bid package.

# Invitation For Bid (IFB) - Sealed Bidding

Bid must be determined to be responsive and responsible.

Bid submitted on time and prepared according to the solicitation with each requirement met.

Review may include assessment of your company's production capabilities, quality control, financial status, credit rating, past performance on previous government contracts and integrity.

Award is made on fixed-price basis to the responsible bidder who submitted the lowest responsive bid.



# Request For Proposal (RFP) - Negotiated

Solicitation contains information necessary for contractors to prepare proposals.

Contractor submits a price proposal plus a technical proposal that states how the need described in solicitation will be met.

Evaluation of technical and cost/price proposals, negotiations between contracting officer and offeror, and best value to Federal government.

# Multiple Award Schedule (MAS) Program

Information on the MAS Program:

*Schedules E - Library*

*GSA Advantage!™  
Ordering and E-Buy*

*U-MAS Virtual Campus*

*What's New*

*BPA's and Contractor  
Team Arrangements*

*Benefits of  
Schedules*

*Legal Corner*

*General Information*

*How to Become a  
Schedule Partner*

*FREE U-MAS Newsletter!*

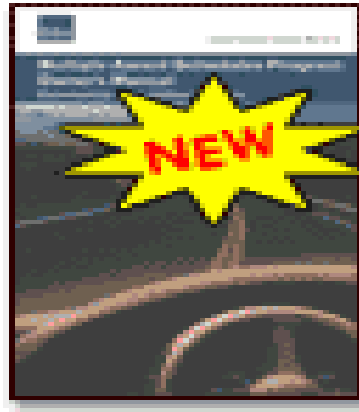
*Hot Topics!*

*Tip of the Day...*

**[www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules)**

# MAS Program

MAS Owners Manual:



**MAS  
Owners  
Manual**

**DOWNLOAD  
NOW**

**[www.fss.gsa.gov](http://www.fss.gsa.gov)**

**Click on Schedules E-Library, then MAS Owners Manual**

# Multiple Award Schedules

Agencies determine best value.

Orders are placed directly with the Schedule contractor.

Schedule contractor delivers directly to the ordering agency.

Contractors are paid by government credit card or Electronic Funds Transfer (EFT).

New products and services can be introduced through MAS solicitations at any time.

# Blanket Purchase Agreements (BPA)

Provides simple, flexible purchasing option for recurring demands for products and services.

Establishes “charge accounts” with qualified supply sources and speeds up procurement time.

Saves administrative time and reduces paperwork.

# MAS Teaming Arrangements

Provides the solution to meet an agency's needs for several requirements at the same time (using two or more contractors).

Each team member must be a GSA MAS contractor.

Teaming arrangements enhance the ability of small businesses to participate.

# Reporting Sales

Reports sales on 72A.

Reports are submitted quarterly and compiled in the Federal Procurement Data System.

# ***GSA Advantage!***

Electronic ordering system provides online shopping service for GSA customer agencies.

Simplifies ordering procedure by offering millions of products and services with their descriptions, current prices and delivery options.

MAS contractors benefit from potential cost reduction on catalog printing and mailing.



# e-Buy (Coming in 2001)

Electronic Request For Quotes (RFQ) for commercial products and services submitted by GSA contractors on **GSA Advantage!**

RFQs are posted for a designated period of time (at least 48 hours).

Contractors pre-select categories (i.e., office supplies/paper) for which they wish to receive RFQ notices via e-mail.

Buyer will evaluate and accept quote(s) representing best value. Orders can be issued to contractors whose quotes are accepted.

Contractors must offer only products and services included in their MAS contract. E-Buy currently has 700 contractors registered.

# Other Sources

Commerce Business Daily - [cbdnet.gpo.gov](http://cbdnet.gpo.gov)

GSA Forecast of Contracting Opportunities -  
[www.gsa.gov/oed/oedpubs.htm](http://www.gsa.gov/oed/oedpubs.htm)

Doing Business With GSA - [www.gsa.gov/oed/oedpubs.htm](http://www.gsa.gov/oed/oedpubs.htm)

DoD's Business Opportunities - [dodbusopps.com](http://dodbusopps.com)

FirstGov (Portal to Federal Government) - [www.firstgov.gov](http://www.firstgov.gov)

# ARNET Home Page

[Link to ARNET Home Page](#)

[Search FBO Posts](#)

[Acquisition Notification Service](#)

Click on [Link to ARNET Home Page](#).

# ARNET Home Page



Click on [Federal Business Opportunities](#).

# Federal Business Opportunities

**AGENCY SPECIFIC INFORMATION:**

**HOME PAGE**

Select an Agency

## SMALL BUSINESS INFORMATION

Select an Agency

## BUSINESS OPPORTUNITIES

Select an Agency

## PROCUREMENT FORECAST

Select an Agency

# Federal Acquisition Regulations (FAR)

## Current FAR

[Parts 1 - 51 \(HTML\)](#)

[Parts 52 - 53 \(HTML\)](#)

[PDF Format](#)

[FAR Matrix](#)

[FAR Index](#)

[FAR - Zipped](#)

## Federal Acquisition Circulars

[Looseleaf - PDF](#)

[Federal Register - PDF](#)

## Other Information

[Subscribe to FAR News](#)

[GSA Forms Library](#)

[FAR \(Archived\) - HTML](#)

[FAR \(Archived\) - PDF](#)

[Frequently Asked Questions](#)

[Proposed Rules](#)

[Small Entity Compliance Guides](#)

[Authority of the FAR](#)

[Search the FAR](#)

[FAR Drafting Guide](#)

[E-Handouts](#)

# Subcontracting Opportunities

GSA Subcontracting Directory - [www.gsa.gov/oed/oedpubs.htm](http://www.gsa.gov/oed/oedpubs.htm)

DoD Subcontracting Directory -

[www.acq.mil/sadbu/publications/subdir/index.html](http://www.acq.mil/sadbu/publications/subdir/index.html)

SBA Subcontracting Directory - [www.sba.gov/GC/sbsd.html](http://www.sba.gov/GC/sbsd.html)

SBA's SUB-Net - bulletin board where prime contractors can list products and services they are seeking from small businesses:

[web.sba.gov/subnet](http://web.sba.gov/subnet)

# Regional Procurement Directories

Lists addresses and telephone numbers for Federal agencies, Military installations and prime contractors.

Heartland Region - [www.r6.gsa.gov/obss](http://www.r6.gsa.gov/obss)

Click on **Publication**, then click on **Procurement Directory**

Other online regional Procurement Directories through GSA Small Business Centers - [www.gsa.gov/oed/regions.htm](http://www.gsa.gov/oed/regions.htm)



# Contracting and Subcontracting Activities

Nationwide listing of Procurement Technical Assistance Centers -

[www.rcacwv.com/ptac.htm](http://www.rcacwv.com/ptac.htm)

Expos or Trade Fairs.

Procurement or Small Business Conferences.

Seminars or workshops.

Networking events.

# Online Registrations

GSA's FedBizOpps - [www.fedbizopps.gov](http://www.fedbizopps.gov)

SBA's PRO-Net - [pro-net.sba.gov](http://pro-net.sba.gov)

DoD Central Contractor Registration - [www.ccr.2000.com](http://www.ccr.2000.com)

# Micro-Purchases

**Micro-Purchases** - \$0 - \$2,500 (\$2,000 for Construction) procurements with small businesses competing with large businesses. Paid by government credit cards (VISA or Mastercard).

**Simplified Acquisitions** - \$2,500 - \$100,000 procurements that are set aside for small businesses. Some procurements are paid by government credit cards (VISA or Mastercard).

# Business

Always provide quality products and services.

Balance of both government and private sector procurements.

Sell to small businesses and large businesses.

Teaming and joint ventures can open the door to more and/or larger procurement opportunities.

E-commerce capabilities necessary for paperless form of procurement - computer, modem, Internet provider and website.

# Marketing Your MAS Contract

Contact your regional GSA Small Business Center.

Contact your closest Procurement Technical Assistance Center.

Continue to contact the agencies that purchase your products or services.

# Marketing Your MAS Contract

Advertise in GSA's MarkeTips - distributed to Federal agencies using the GSA supply system.

Inform agencies about your small business certifications (i.e., small, 8(a), small disadvantaged, veteran-owned, HUBZone and women-owned small business)

Exhibit your products and services under GSA contract at GSA's annual FSS International Products and Services Expo,

# Marketing Your MAS Contract

Identify your current customers, potential customers and your competitors.

**Remember: you must continually**

**Market!**

**Market!!**

**Market!!!**

**Your company's contract(s)**



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